



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
OFFICE OF VOCATIONAL REHABILITATION**

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SERVICE FEE MEMORANDUM
PS- 14-15-6

TO: Office of Vocational Rehabilitation (OVR) Staff
Branch Managers, Counselors, and Assistants
CDPVTC Director, Case Management Director, and Counselors
Office for the Blind (OFB) Staff
Gerry Gordon-Brown and Vanessa Denham, Client Assistance Program (CAP)

FROM: Pat Selch, MRC, CRC
CO Administrator
Office of Vocational Rehabilitation

Julie Wade
Business Relations Program Administrator
Office of Vocational Rehabilitation

DATE: June 10, 2014

RE: Background Checks Administrative Office of the Courts (AOC)

In the routine development of rehabilitation cases, part of the assessment process may include background records to determine impact to employment. We encourage counselors to run a background check prior to IPE development when there are indications that it may affect employment goals and services. OAC is no longer able to do this service for free. There will be a charge of \$10.00 per background record check. This will come out of the district budget and be inter-accounted. This should be pre-authorized and payment processed after following the receipt of the report and invoice.

CODE	ITEM	ALLOWABLE RATES
100	Background Check	\$10.00

Vendor: Admin Office of the Courts